

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 18

TITLE: Fire Admin Database

EFFICTIVE DATE: April 28, 2005, This SOG Supersedes the previous.

UPDATED: October, 2018

INTENT: To give guidance on how to enter incident data into the Fire Admin Database for all incidents. As well as how to run reports and look up resource information.

PROCEDURE:

All incidents are entered into the Fire Admin Database using WildCAD, Initial Attack Cards, Resource Orders and Prescribed Fire Cards for reference by the person working on the incident. If unable to complete by the end of the day that dispatcher will need to ask for assistance to complete. It is best to have all the necessary information before entering any incident to the database to make sure that no data is left out.

To access the Admin Database, open internet explorer, under the favorites tab, open the State of South Dakota folder and click on the Citrix Applications link. The main login information is on the Duty Officers board, the username being agrc5disp, and the password will change periodically. Once you've logged in, click on the Fire Suppression Administration Programs icon to open up the database. The username is agrc5disp and the password is dispatcher, both are all in lower case.

All Fields are required to fill out a Wildland Fire Incident and requirements for those fields will be listed below. Under the other incident types in this document it will list any changes as to how data is entered. Only required fields will be listed under those incident types.

ENTERING WILDLAND FIRE INCIDENTS

Wildland Fire incidents are entered into the Fire Admin Database using Wildcad and the Initial Attack Card for reference. The floor supervisor is responsible for issuing GPC codes, State Fire Numbers, SO and Ranger Numbers for initial attack incidents. If the Wildcad and Incident Card information changes it's the individual receiving the changes responsibility to correct the Fire Admin Database.

To enter the data for an incident you will need to select the top radio button; "Fire Form". This will take to you the incident database which stores all incidents that have occurred or been handled by Great Plains Dispatch.

To enter a new incident select the button on the bottom left hand side of the screen that is an arrow with a line to the right of it. This will take you to the last record in the database. From there select the button with the arrow and the star to the right of it. This will provide you with a blank record to fill in.

Below is a listing of the fields and the naming conventions to enter a Wildland Fire Incident into the database.

1. Date: The date of the incident, entered as mm/dd/yyyy

Example: 10/21/2018

2. GPC Code: The GPC Code is an office reference number used to track the dispatch centers workload obtained from the Big Black Book. GPC codes are issued to all incidents and resource orders. The GPC Code is a six-digit code the first two digits being the current year and the other digits are a running tally of workload.

Example: 180120

3. Project Order Number: The Project Order Number consists of the state in which the incident occurs, the jurisdiction listed by unit identifier for the agency, and the office reference number. For incidents that occur within GPC's area the office reference number is the GPC Code.

Example: SD-SDS-180120

4. Fire Name: The name of the fire. Do not add the word fire at the end.

Example: Hannah Road

5. State Admin Code: The Admin Code is for the State Fire Number. See the South Dakota Wildland Fire Division Standard Operating Procedure # 48 – Issuing Incident Numbers.

Example: SFMS

6. State Admin Number: The Admin Number is for State Fire Numbers and is six digits that consist of the calendar year, the state district number, and a running tally of numbers issued. See the South Dakota Wildland Fire Division Standard Operating Procedure # 48 – Issuing Incident Numbers.

Example: 186221

7. State District: The State district in which the fire occurs. State District will depend on the location of the incident. Each incident will have a State District selected whether it is a State incident or not.

Example: Rapid City

8. Fire Code: The fire code is the code generated from the FireCode system, or WildCad and is used by federal agencies for billing. See Fire Number Fire Code SOG for further detail on obtaining a FireCode.

Example: P2AVL7

9. SO Number: The SO (Supervisors Office) number is a consecutive numbering of fires in which the point of origin is on national forest land. Note that the BKF and NBF are tracked separately. These will be provided by the Floor Supervisor.

Example: 29

10. Ranger Number: Ranger numbers are a consecutive listing of numbers that occur on a particular USFS district. The first fire on a district will receive number 1. Note the old district boundaries for the Black Hills National Forest apply. These will be provided by the Floor Supervisor.

Example: BL D1 29 - this is the 29th fire on the Bearlodge District.

11. Cause: The cause of a fire is either lightning or human. Anything that is not lightning falls under the human category.

Example: H for Human and L for Lightning

12. Human Caused Type: The specific cause of the fire should be selected from the list provided.

Example: Debris Burning

13. Class Size: The class size of the total acres of the fire.

Example: A, less than .25 acre

14. Memo: Used for other management codes associated with the incident, override code and any other misc. information for the incident.

15. Protection: This is who has the legal right to protect the land from wildland fires. For ownerships that are state or private, the protection would be State. For ownerships that are federal, that agency has the legal right.

Example: Ownership is Black Hills National Forest the Protection would be FS – BKF for Forest Service.

16. Initial Area: The initial attack area where the fire occurs. This information is pulled from the run cards based off what agency is the primary Duty Officer.

Example: Run card states primary Duty Officer is NBF the initial attack area is FS - NBF.

17. Ownership: The jurisdiction of the point of origin. For this field the agency is listed not the district.

Example: FS – Forest Service (both Black Hills & Nebraska), NPS – National Park Service (all Parks within the zone)

18. Jurisdictional District: The district in which the fire occurs. For districts within the Black Hills National Forest use the old district names and numbers.

Example: BKF01

19. Size: Total size of the fire in acres.

Example: 200

20. Multi-jurisdictional: Used to track fire acres by jurisdiction for fires that have burned on more than one jurisdiction. If a fire burned on both private and forest service lands check the box and fill in the appropriate fields on acres burned. Pick from the lists for ownership. The total acres will automatically total. Remember to use the old districts for the Black Hills National Forest.

21. Township: The Township, where the fire occurs, consists of a number and a capitalized letter.

Example: 4N

22. Range: The Range where the fire occurs, consists of a number and capitalized letter.

Example: 6E

23. Section: The section where the fire occurs. 1-36 are the options.

Example: 33

24. Quarter: The quarter section where the fire occurs. Use all caps. This is not a required field if not known.

Example: NE, SW, NW, SE

25. Latitude (Decimal Degrees): Type in the latitude in decimal degrees.

Example: 43.71292

26. Longitude (Decimal Degrees): Type in the longitude in decimal degrees. Will automatically place a negative sign in front of the numbers.

Example: -103.38337

27. Latitude (Degrees Minutes Seconds): Type in the latitude in degrees minutes seconds leaving a space between each. Note the seconds cannot be over 59.

Example: 44 33 21

28. Longitude (Degrees Minutes Seconds): Type in the longitude in degrees minutes seconds.

Example: 103 22 41

29. Requested by: Enter the last name or initials of the person entering the information into the database.

Example: ALS or Andy Solvie

ENTERING PRESCRIBED FIRE INCIDENTS

The requirements are different for a Prescribed Fire Incident than a Wildland Fire. Prescribed Fire Incidents are both broadcast (RX) and pile burning (PB) projects. The zone dispatcher handling the incident will put the fire in the database. Be sure the incident is not already in the database. Using the Find: Fire Name search block at the top of the Fire Form search for the incident (this is in blue font). If not found enter as a new incident.

Below is a listing of the fields and the naming conventions to enter a Prescribed Fire Incident into the database.

1. Date: The date the Prescribed Fire Incident was sent to GPC; entered as mm/dd/yyyy
2. GPC Code: The GPC Code is an office reference number used to track the dispatch centers workload. This is obtained from the Big Black Book.
3. Project Order Number: The Project Order Number consists of the state in which the incident occurs, the jurisdiction listed by unit identifier for the agency, and the office reference number. For all Prescribed Fire Incidents in the GPC Zone the office reference number is the GPC Code.

4. Fire Name: The name of the Prescribed Fire or Pile Burning. The letters RX will follow the name for broadcast burns and for pile burning use PB. Capitalize RX and PB.

Example: Medicine RX or Burner PB

5. State Admin Code: State Admin Codes are not always needed for Prescribed Fires. Only if State resources are participating in the burn or if the burn is a State of SD burn. See the South Dakota Wildland Fire Division Standard Operating Procedure # 48 – Issuing Incident Numbers.

Example: PBSS

6. State Admin Number: The Admin Number is for State Fire Numbers.
7. State District: The State district in which the Prescribed Fire occurs. State District will depend on the location of the Prescribed Fire. Each Prescribed Fire will have a State District selected whether it is a State incident or not.

Example: Rapid City or South Dakota Prairie

8. Fire Code: Fire Codes are not needed for Prescribed Fire incidents. Unless required to charge overtime to.
9. SO Number: SO (Supervisors Office) numbers will not be used for Prescribed Fire Incidents.
10. Ranger Number: Ranger numbers will not be used for Prescribed Fire Incidents.
11. Cause: The cause of the incident will be listed as Human.
12. Human Caused Type (Specific Cause): The specific cause of the incident will be Prescribed Fire.
13. Class Size: The class size of the total acres of the incident. Make sure if the burn or pile burning has had more acres added that the class size is changed to match the current size. This DOES NOT automatically change.
14. Memo: Used for other management codes associated to the incident and any other misc. information for the incident.

Example: Did not burn this project this year.

15. Protection: Agency who is doing the burning on their own jurisdiction. Should be the same as Initial Area and Ownership.

16. Initial Area: Agency who is doing the burning on their own jurisdiction. Should be the same as Protection and Ownership.
17. Ownership: Agency who is doing the burning on their own jurisdiction. Should be the same as Protection and Initial Area.
18. Jurisdictional District: The district in which the burning will occur. For districts within the Black Hills National Forest use the old district names and numbers.
19. Size: See Prescribed Acres for adding the size.
20. Multi-jurisdictional: Will not be used.
21. Prescribed Acres: This tab will appear when Prescribed Fire has been chosen for the fire cause. After accomplished acres have been received select the tab and enter the date of the burn, the planned acres and the accomplished acres. If planned acres is not known just enter a zero. These daily totals will be totaled and placed in the size block. You will need to update the Class size if it has changed.
22. Township: The Township, where the burn occurs, consists of a number and a capitalized letter.
- Example: 4N
23. Range: The Range, where the burn occurs, consists of a number and capitalized letter.
- Example: 6E
24. Section: The section where the burn occurs. 1-36 are the options.
- Example: 33
25. Quarter: The quarter section where the burn occurs. Use all caps. This is not always used for Prescribed Fire Incidents.
- Example: NE, SW, NW, SE
26. Latitude (Decimal Degrees): Type in the latitude in decimal degrees.
- Example: 43.71292
27. Longitude (Decimal Degrees): Type in the longitude in decimal degrees. Will automatically place a negative sign in front of the numbers.
- Example: -103.38337

28. Latitude (Degrees Minutes Seconds): Type in the latitude in degrees minutes seconds. Note the seconds cannot be over 59.

Example: 44 33 21

29. Longitude (Degrees Minutes Seconds): Type in the longitude in degrees minutes seconds.

Example: 103 22 41

30. Requested by: Enter the last name or initials of the person entering the information into the database.

Example: ALS or Andy Solvie

ENTERING A FALSE ALARM

All False Alarm incidents handled by GPC are kept track of in the Admin Database.

Below is a listing of the fields and the naming conventions to enter a False Alarm Incident into the database.

In all there should be six total field filled out for a False Alarm.

1. Date: The date the incident occurred, entered as mm/dd/yyyy
2. GPC Code: The GPC Code is an office reference number used to track the dispatch centers workload.
3. Fire Name: Enter FAL for a fire name.
4. State District: The State district for all False Alarms is Out of State / Admin
5. Human Caused Type (Specific Cause): The specific cause will be False Alarm.
6. Requested by: Enter the last name or initials of the person entering the information into the database.

Example: ALS or Andy Solvie

ENTERING A RESOURCE ORDER

Because a GPC Code is assigned to all incidents that are handled thru GPC all resource orders need to be put in the Admin Database. This is done to track workload.

You will need to search the Database to make sure the incident is not already in the database.

Below is a listing of the fields and the naming conventions to enter a Resource Order into the database.

In all there should be 10 total fields filled out with up to 14 total fields depending on the number and type of fire codes needed for a Resource Order.

1. Date: The date the Resource Order was received by GPC; entered as mm/dd/yyyy
2. GPC Code: The GPC Code is an office reference number used to track the dispatch centers workload.
3. Project Order Number: The Project Order Number consists of the state in which the incident occurs, the jurisdiction listed by unit identifier for the agency, and the office reference number. For incidents that occur within GPC's IA area the office reference number is the GPC Code.

Example: SD-SDS-180120 or MS-MNF-000009

4. Fire Name: The name of the fire or incident from the Resource Order.

Example: 2018 FY Texas Fires or Sheep Canyon

5. State Admin Code: The Admin Code is for the State Fire Number. Only Resource Orders for State resources or that are worked on by State Dispatchers need a State Fire Number. See the South Dakota Wildland Fire Division Standard Operating Procedure # 48 – Issuing Incident Numbers.

Example: OUTF

6. State Admin Number: The Admin Number is for State Fire Numbers.

Example: 186221

7. State District: The State district will be Out of State / Admin

8. Fire Code: The fire code is the code generated from the FireCode system by IRWIN and used by federal and state agencies for billing. This will be listed on the resource order.

Example: P8EGL7

9. Human Caused Type (Specific Cause): The specific cause will be Resource Order.

10. Memo: Used for other management codes associated with the incident and any other misc. information for the incident.

11. Protection: Will be OUT.

12. Ownership: Will be OUT.

13. Jurisdictional District: Will be OUT.

14. Requested by: Enter the last name or initials of the person entering the information into the database.

Example: ALS or Andy Solvie

ENTERING A FLIGHT FOLLOWING INCIDENT

Flight Following Incidents will be entered by the aircraft dispatcher.

Below is a listing of the fields and the naming conventions for entering a Flight Following Incident into the database.

1. Date: The date the Flight Following incident occurred; entered as mm/dd/yyyy
2. GPC Code: The GPC Code is an office reference number used to track the dispatch centers workload.
3. Project Order Number: The Project Order Number for a Flight Following Incident will be based on the agency that has requested the flight.

Example: SD-BKF-180520

4. Fire Name: The name of the Flight Following Incident will be Flight Following with the date after.

Example: Flight Following 10/19

6. State District: The State district will be Out of State / Admin
7. Fire Code: There will not be a Fire Code. However, if it is tied to a resource order there will be a Fire Code.
8. Human Caused Type (Specific Cause): The specific cause will be Flight Following.
9. Memo: Can be used for any other misc. information for the incident.

10. Protection: This is the agency that has requested the flight following. This will be the same as the Ownership and Jurisdictional District.
11. Ownership: This is the agency that has requested the flight following. This will be the same as the Protection and Jurisdictional District.
12. Jurisdictional District: This is the agency that has requested the flight following. This will be the same as the Protection and Ownership.
13. Requested by: Enter the last name or initials of the person entering the information into the database.

Example: ALS or Andy Solvie

REPORTS

The Admin Database has many pre-configured reports. From the Main Menu of the database select Report Menu. Chose the type of report needed from the list on the left hand side. Then select the black arrow in the middle of the screen. This will populate the criteria section on the right. Enter as much or as little detail as needed to run the report. The “from” and “to” dates are almost always required. Select the preview button to see the report. If data is missing it will say what needs to be added. The clear button will go back to a blank default form.

RESOURCE INFORMATION

The Admin Database also houses contact information for State, Federal, VFD and Contractor resources. From the Main Menu select the Resource Form. Use the Find: Resource Name box to search for resources. Once found press enter to have that resources information populated below. To know how current the information is see the Updated date under the General Tab. There is Contact Information, Equipment Information, Contract Information and much more listed here.